

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 1/19/05

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

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AGENDA ITEM WORDING: Approval of URS PSO for services for the Runway Approach Clearing Project, at the Key West International Airport

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ITEM BACKGROUND: Project will be funded 95% by the Federal Aviation Administration, and 5% by Passenger Facility Charge Revenue.

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PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 9, August 18, 2004.

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CONTRACT/AGREEMENT CHANGES: New agreement

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STAFF RECOMMENDATION: Approval

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TOTAL COST: 35,730.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, PFC Revenue

COST TO PFC: 1,786.50

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

DIRECTOR OF AIRPORTS APPROVAL

*Peter Horton*  
Peter J. Horton*BCM*DOCUMENTATION: Included ☒To Follow ☐Not Required ☐

AGENDA ITEM #

*C-14*

DISPOSITION: \_\_\_\_\_

/bev  
APB

## MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 360 days

Contract Purpose/Description: Services for Runway Approach Clearing Project at the Key West International Airport

Contract Manager: Bevette Moore  
(name)# 5195  
(Ext.)Airports - Stop # 5  
(Department/Courier Stop)

for BOCC meeting on: 1/19/05

Agenda Deadline: 1/4/05

## CONTRACT COSTS

Total Dollar Value of Contract: 35,730.00

Current Year Portion: ~ 18,000.00

Budgeted? Yes

Account Codes: 404-63091-560640-GAKA88

Grant: Yes, FAA

County Match: PFC Revenue

## ADDITIONAL COSTS

Estimated Ongoing Costs: N/A  
(not included in dollar value above)For: .  
(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>1/14/05</u>	( ) ( )	<u>Peter Horton</u> Peter Horton	<u>1/14/05</u>
Risk Management	<u>1/1/05</u>	( ) ( )	<u>N/A per OMB</u> for Risk Management	<u>1/1/05</u>
O.M.B./Purchasing	<u>1/1/05</u>	( ) ( )	<u>N/A per OMB</u> for OMB	<u>1/1/05</u>
County Attorney	<u>1/1/05</u>	( ) ( )	<u>Padra Morcillo</u> County Attorney	<u>1/14/05</u>

Comments: \_\_\_\_\_

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## PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS Purchase Service Order No. 04/05 - 08Re: PSA Agreement, Dated 1-1-02 Resolution No. \_\_\_\_\_Project Name: KWIA - Runway Approach Clearing

## Description of Services:

Clear approaches to Runway 9-27 to meet FAA approach criteria including design plans and specifications, advertising, permitting, surveying and project inspection at Key West International Airport. (See attached scope of work)

Multiple of Direct Salaries \_\_\_\_\_

Lump Sum X Reimbursable Expense \_\_\_\_\_Days to Complete 360 Fee this Service Order \$35,730.00Payment for Services shall be in their entirety as per FSO. BY [Signature]DATE 1/4/05

Prepared by:

[Signature]  
Milford A. Reiser

Recommended by:

[Signature]Date: 12-29-04Date: 12-30-04

Accepted by:

[Signature]  
Carlos Garcia

Approved by:

\_\_\_\_\_

Date: 12-29-04

Date: \_\_\_\_\_

Key West International Airport

Scope of Work  
For  
Runway Approach Clearing

URS Corporation

12-29-04

**Description:**

Clear approaches to Runway 9-27 to meet FAA approach criteria including Design Plans and Specifications, Advertisements, Permitting, Surveying, and Resident Inspection.

**Task: Design Phase & Resident Inspection**

**Task 1 Preliminary Phase**

URS will prepare a preliminary meeting with FAA and other agencies to discuss Scope of Work in regard to the Runway Approach Clearing.

Additionally URS will submit a proposal to surveyors for the survey work required to locate the existing trees and obstacles to clear the approach for Runway 9-27 EYW.

**Task 2 Preliminary Design**

A field review of existing conditions will take place prior to URS Preliminary Design illustrating the necessary clearing for Runway 9 and Runway 27 at Key West International Airport.

All existing survey information from our sub-consultant survey firm will be implemented on our Preliminary Design Plans for both Runway 9R and 27L at Key West International Airport.

**Task 3 Design Phase**

URS will prepare construction drawings and technical specifications sufficient for bidding purposes, and will prepare a probable cost, which shall be discussed with different agencies, owner and users, making available all design calculations and associated data.

**Task 4 Resident Inspections**

(RPR) Resident Project Representative will be overseeing the scheduling and progress of the contractor's performance. Representing URS, the RPR will be called upon to make important decisions as to occasional problems that occur during the length of the project and retain daily records as to the performance of the project.

RUNWAY APPROACH CLEARING  
KEY WEST INTERNATIONAL AIRPORT  
MAN-HOUR ESTIMATE

URS

SUMMARY

DATE: DECEMBER 21, 2004

\\keywest\approach RW 27 end clearing\psa(12-14-04)\sheet1.xls

Description of Task	Project Manager		Senior Engineer		Engineer/Architect		CADD Technician		Clerk		Total Hours	Other Cost	Total Amount
	Rate:	\$ 125.00	Rate:	\$ 100.00	Rate:	\$ 90.00	Rate:	\$ 60.00	Rate:	\$ 35.00			
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount			
A. PRELIMINARY PHASE	6	\$ 750.00	0	\$ -	14	\$ 1,260.00	6	\$ 360.00	4	\$ 140.00	30	\$ -	\$ 2,510.00
B. SUBCONSULTANT (SURVEY)	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ 4,500.00	\$ 4,500.00
C. DESIGN PHASE	8	\$ 1,000.00	10	\$ 1,000.00	106	\$ 9,540.00	72	\$ 4,320.00	46	\$ 1,610.00	242	\$ -	\$ 17,470.00
D. PERMITTING	2	\$ 250.00	2	\$ 200.00	22	\$ 1,980.00	10	\$ 600.00	8	\$ 280.00	44	\$ -	\$ 3,310.00
E. BID AND AWARD	0	\$ -	4	\$ 400.00	10	\$ 900.00	0	\$ -	8	\$ 280.00	22	\$ -	\$ 1,580.00
F. RESIDENT INSPECTION	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ 3,500.00	\$ 3,500.00
Subtotal	16	\$ 2,000.00	16	\$ 1,600.00	152	\$ 13,680.00	88	\$ 5,280.00	66	\$ 2,310.00	338	\$ 8,480.00	\$ 33,330.00
Out of Pocket Expenses													\$ 2,400.00
GRAND TOTAL													\$ 35,730.00

RUNWAY APPROACH CLEARING  
KEY WEST INTERNATIONAL AIRPORT  
MAN-HOUR ESTIMATE  
URS

DATE: DECEMBER 21, 2004

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Description of Task	Project Manager		Senior Engineer		Engineer/Architect		CADD Technician		Clerk		Total Hours	Total Amount
	Rate:	\$ 125.00	Rate:	\$ 100.00	Rate:	\$ 90.00	Rate:	\$ 60.00	Rate:	\$ 35.00		
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
<b>A. PRELIMINARY PHASE</b>												
1. Meeting with client, FAA, and other agencies	6	\$ 750.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	6	\$ 750.00
2. Gathering information and data verification (Survey Report, Topographic Survey)	0	\$ -	0	\$ -	6	\$ 720.00	6	\$ 360.00	4	\$ 140.00	16	\$ 1,220.00
3. Field review of existing conditions	0	\$ -	0	\$ -	6	\$ 540.00	0	\$ -	0	\$ -	6	\$ 540.00
<b>Total Manhours</b>	6	\$ 750.00	0	\$ -	14	\$ 1,260.00	6	\$ 360.00	4	\$ 140.00	30	\$ 2,510.00
<b>Out of Pocket Expenses</b>												
1) Site visit												\$ 400.00
2) Printing, mailing, and phone.												\$ 100.00
<b>Total</b>												<b>\$ 3,010.00</b>

RUNWAY APPROACH CLEARING  
KEY WEST INTERNATIONAL AIRPORT  
MAN-HOUR ESTIMATE

URS

DATE: DECEMBER 21, 2004

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Description of Task	Project Manager		Senior Engineer		Engineer/Architect		CADD Technician		Clerk		Total Hours	Total Amount
	Rate:	\$ 125.00	Rate:	\$ 100.00	Rate:	\$ 90.00	Rate:	\$ 60.00	Rate:	\$ 35.00		
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
C. DESIGN PHASE												
1. Finalize project scope with client and FAA	2	\$ 250.00	0	\$ -	4	\$ 360.00	0	\$ -	2	\$ 70.00	8	\$ 680.00
2. Review/analysis survey data	0	\$ -	0	\$ -	6	\$ 540.00	0	\$ -	2	\$ 70.00	8	\$ 610.00
3. Plan Sheets												
a. Cover sheet	0	\$ -	0	\$ -	2	\$ 180.00	2	\$ 120.00	0	\$ -	4	\$ 300.00
b. Project Layout plan and quantities	0	\$ -	0	\$ -	8	\$ 720.00	8	\$ 480.00	0	\$ -	16	\$ 1,200.00
c. Safety, general and construction notes	2	\$ 250.00	0	\$ -	0	\$ -	4	\$ 240.00	0	\$ -	6	\$ 490.00
d. Trimming plan R/W approaching	0	\$ -	4	\$ 400.00	20	\$ 1,800.00	20	\$ 1,200.00	0	\$ -	44	\$ 3,400.00
e. Plan and profiles	0	\$ -	0	\$ -	16	\$ 1,440.00	20	\$ 1,200.00	0	\$ -	36	\$ 2,640.00
f. Cross sections	0	\$ -	2	\$ 200.00	6	\$ 540.00	8	\$ 480.00	0	\$ -	16	\$ 1,220.00
g. Miscellaneous details	4	\$ 500.00	0	\$ -	4	\$ 360.00	8	\$ 480.00	0	\$ -	16	\$ 1,340.00
h. Engineer Report	0	\$ -	0	\$ -	16	\$ 1,440.00	0	\$ -	16	\$ 560.00	32	\$ 2,000.00
5. QA/QC	0	\$ -	4	\$ 400.00	0	\$ -	2	\$ 120.00	2	\$ 70.00	8	\$ 590.00
6. Contract Documents (Technical Spec., Spec. Provis., Gral. Prov., etc)	0	\$ -	0	\$ -	24	\$ 2,160.00	0	\$ -	24	\$ 840.00	48	\$ 3,000.00
Total Manhours	8	\$ 1,000.00	10	\$ 1,000.00	106	\$ 9,540.00	72	\$ 4,320.00	46	\$ 1,610.00	242	\$ 17,470.00
Out of Pocket Expenses												
												\$ 400.00
1) Site visit												\$ 300.00
2) Printing, mailing, and phone.												
Total												\$ 18,170.00

RUNWAY APPROACH CLEARING  
KEY WEST INTERNATIONAL AIRPORT  
MAN-HOUR ESTIMATE

URS

DATE: DECEMBER 21, 2004

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Description of Task	Project Manager		Senior Engineer		Engineer/Architect		CADD Technician		Clerk		Total Hours	Total Amount
	Rate: \$ 125.00		Rate: \$ 100.00		Rate: \$ 90.00		Rate: \$ 60.00		Rate: \$ 35.00			
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
<b>D. PERMITTING</b>												
1. Prepare and submit permit application	2	\$ 250.00	0	\$ -	8	\$ 720.00	4	\$ 240.00	2	\$ 70.00	16	\$ 1,260.00
2. Coordination with permitting agencies	0	\$ -	2	\$ 200.00	6	\$ 540.00	0	\$ -	2	\$ 70.00	10	\$ 810.00
3. Prepare and submit final permit package	0	\$ -	0	\$ -	8	\$ 720.00	6	\$ 360.00	4	\$ 140.00	18	\$ 1,220.00
<b>Total Manhours</b>	<b>2</b>	<b>\$ 250.00</b>	<b>2</b>	<b>\$ 200.00</b>	<b>22</b>	<b>\$ 1,980.00</b>	<b>10</b>	<b>\$ 600.00</b>	<b>8</b>	<b>\$ 280.00</b>	<b>44</b>	<b>\$ 3,310.00</b>
<b>Out of Pocket Expenses</b>												
1) Site visit												\$ 400.00
2) Printing, mailing, and phone.												\$ 300.00
<b>Total</b>												<b>\$ 4,010.00</b>



RUNWAY APPROACH CLEARING  
KEY WEST INTERNATIONAL AIRPORT  
MAN-HOUR ESTIMATE  
URS

DATE: DECEMBER 21, 2004

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Description of Task	Project Manager		Senior Engineer		Engineer/Architect		CADD Technician		Clerk		Total Hours	Total Amount
	Rate: \$ 125.00		Rate: \$ 100.00		Rate: \$ 90.00		Rate: \$ 60.00		Rate: \$ 35.00			
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
<b>E. BID AND AWARD</b>												
1. Prepare for and conduct a pre-bid meeting	0	\$ -	0	\$ -	6	\$ 540.00	0	\$ -	2	\$ 70.00	8	\$ 610.00
2. Bid Tabulation	0	\$ -	0	\$ -	4	\$ 360.00	0	\$ -	2	\$ 70.00	6	\$ 430.00
3. Bid Analysis and Recommendation	0	\$ -	4	\$ 400.00	0	\$ -	0	\$ -	4	\$ 140.00	8	\$ 540.00
<b>Total Manhours</b>	0	\$ -	4	\$ 400.00	10	\$ 900.00	0	\$ -	8	\$ 280.00	22	\$ 1,580.00
<b>Out of Pocket Expenses</b>												
1) Site visit												\$ 400.00
2) Printing, mailing, and phone.												\$ 100.00
<b>Total</b>												<b>\$ 2,080.00</b>

RUNWAY APPROACH CLEARING		
KEY WEST INTERNATIONAL AIRPORT		
MAN HOUR ESTIMATE		
DATE: DECEMBER 21, 2004		
URS		
DESCRIPTION	SUBTOTAL	TOTALS
<b>F. RESIDENT INSPECTION</b>		
Construction Inspection = 48 hours		
Substantial Completion = 16 hours		
Final Completion = 8 hours		
Total = 72 hours X \$ 55/hr		
<b>Total Resident Inspection</b>		<b>\$3,960.00</b>

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